

**Virginia Litter Control & Recycling Fund Advisory Board  
Quarterly Meeting Minutes  
October 10, 2007**

**Board Members Present:**

Dennis Gallagher, Chairman  
Clara Mills  
George Hunnicutt  
Aimee Hart  
George Peyton

**Board Member Absent:**

None

**Visitors:**

Rosemary Byrne, Clean Fairfax Council  
Anthony Gilles, City of Emporia  
Darlene Mallory, DPW, City of Richmond  
Roscoe Evans, Powhatan Anti-Litter Council  
John Barnes, City of Virginia Beach  
Ralph Anderson, Jr., Isle of Wight County  
Michael Cooper, Cumberland County  
Nancy Drumheller, DEQ/VA Office of Environmental Education  
Kevin F. Byrnes, George Washington Regional Commission  
Bobby Justus, Assign-a-Highway

Chairman Gallagher announced that there was a quorum and called the meeting to order at 10:30 a.m.

**Mr. Hunnicutt moved, and Ms. Mills seconded, for approval of the October 10, 2007 meeting agenda. MOTION CARRIED.**

**Mr. Hunnicutt moved, and Mr. Peyton seconded, for approval of the minutes for the August 16, 2007 Litter Control and Recycling Fund Advisory Board meeting. MOTION CARRIED.**

**Fund Status Report**

**Fiscal Updates:**

Mike Murphy, Department of Environmental Quality (DEQ), began the fiscal update by reviewing a spreadsheet that showed revenues of \$198,718 received for July and August, 2007. The second report showed revenue collected for FY 2007 (July 2006 – June, 2007). The total ending cash balance for FY 2007 was \$2,157,508. The third report showed the allocation of funds in FY 2008:

\$122,764 for program coordination (includes unspent from the FY 2007 allocation for administrative costs incurred but not taken), \$101,384 for special projects, and \$1,928,360 for disbursement to local governments for the non-competitive litter and recycling grants.

### **Non-Competitive Grants:**

As of October 10, 2007, the Office of Recycling and Litter Prevention has processed out 140 grant awards for the FY 2008 litter prevention and recycling programs to local governments, totaling \$1,657,058. The total funding allocated for these grants is \$1,928,360 with 189 grants to be awarded. Mr. Coe said that he expects all of the grants to be processed by the end of the month, with 70% being processed out by October 12, 2007. Mr. Hunnicutt moved to accept DEQ's fiscal reports as presented. The motion was seconded by Mr. Peyton. **MOTION CARRIED.**

A draft of the FY 2007 Performance and Accounting Report was provided to the Fund Board members so that they can compare the figures in the 2006 and 2007 report. Board members were asked to contact Steve Coe if they have any questions about the report. A final version of the report will be available by November 1, 2007.

New data was added to the Performance and Accounting report for FY 2007. Local governments were asked to provide information about Assign-a-Highway Programs if applicable, and detailed information about their recycling programs. Local governments were also asked to estimate the percentages of their grant money spent to support their litter and recycling programs. Discussion ensued on how local governments determined how much of their grant money went towards litter and how much of it went to recycling. A request was made that this information be footnoted to state that these percentages are subjective in nature and take into account only grant money received through DEQ. The percentages do not reflect other amounts of money or in-kind services that the local government may receive to support their local programs. Ms. Hart moved to append the performance and accounting report with a footnote on the recycling program information. Mr. Hunnicutt seconded the motion. **MOTION CARRIED.**

### **Old Business:**

Chairman Gallagher explained that in the fall of 2006, the law for distributing the litter tax monies changed from 75 percent of the money collected being available for non-competitive grants, 20 percent available for competitive grants, and up to five percent for administrative costs to DEQ; to 90 percent to local governments, five percent for special project grant funding requests, and up to five percent for DEQ for administrative costs. Local governments and non-profit organizations that serve local governments were invited to apply for the \$101,384 available for special grant projects. Mr. Coe gave a brief overview of the application and the eligibility requirements established in the Board's guidelines.

### **New Business:**

DEQ received 27 special project grant applications by the September 21, 2007 deadline. Twenty-six applications were accepted (one application that was received was incomplete) as being eligible for consideration for funding. Chairman Gallagher called out the title of each proposed project. The projects were ranked by the number of Board members who were interested in discussion of a project. Only the applications for which a Board Member expressed an interest were considered for funding. The total value of all 27 requests was \$416,619. *(See the attachment to the minutes for the list of applicants, project titles, and amounts requested.)*

**The following table shows the recommended allocation of special project funds by the Fund Board:**

Organization	Project Title	Amount Requested	Amount Recommended
Upper Tennessee River Round Table	Assign-a-Highway	\$20,000	\$20,000
<b><u>Amendments/Discussion:</u></b> Assign-a-Highway was approved for the full amount requested; however, Aimee Hart took issue with the program's justification because it states that all localities will be affected by the success of the Assign-a-Highway Program. Although Assign-a-Highway has been successful in primarily rural areas, Ms. Hart said that the success of the program is not being felt in the Hampton Roads area which is urban and where she lives. A motion was made by Mr. Hunnicutt and seconded by Ms. Hart to award \$20,000 to the Assign-a-Highway Program. <b><u>MOTION APPROVED.</u></b>			
DEQ/Office of Environmental Education	Reprint of Rigsby for Litter Prevention Kits in English and Spanish	\$15,432	\$8,000
<b><u>Amendments/Discussion:</u></b> Mr. Murphy explained that it has not been determined if DEQ is eligible to receive a special project grant. In the 2006 amendments to the statute that authorizes the grant programs (§ 10.1-1422.05), the Board may only award litter prevention and recycling grants to localities that meet the requirements established in § 10.1-1422.04, and to any nonprofit entity composed of representatives of localities who meet the criteria established in (§ 10.1-1422.04. Mr. Murphy stated that it is unclear whether DEQ meets either of these criteria. After discussion, it was agreed that DEQ would determine whether this grant may be awarded to a state agency. If state agencies are found to be ineligible, the Board requested that DEQ seek an eligible applicant (local government or nonprofit) to serve as the grantee for this project. If an eligible party cannot be found, the Board requested that the \$8,000 set aside for this project be added to the grant award recommended for the project submitted by the Virginia Council on Litter Prevention and Recycling. Mr. Murphy apologized to the Board members for the fact that DEQ staff had not resolved this matter prior to the Board's meeting. Discussion ensued about whether the book should be published in English or Spanish or both. Since the book has been previously published in English and the schools and public libraries have already received the book in English, it was determined by the Board that the book only needs to be published in Spanish. A motion was made by Ms. Mills and seconded by Mr. Hunnicutt to award \$8,000 for the reprinting of Rigsby in Spanish. <b><u>MOTION PASSED AS MODIFIED.</u></b>			
Wise County	Southwest Virginia Regional Litter Prevention and Recycling Education Trailer	\$24,345	\$3,445
<b><u>Amendments/Discussion:</u></b> The litter and recycling trailer is in need of maintenance and a vehicle to pull it. The Board decided to award Wise County the funds needed to refurbish the trailer only. A motion			

was made by Mr. Hunnicutt and seconded by Mr. Peyton. <b><u>MOTION PASSED AS MODIFIED.</u></b>			
Virginia Council on Litter Prevention & Recycling	Premium Items for Litter/Recycling Programs	\$100,000	\$46,008
<b><u>Amendments/Discussion:</u></b> Ms. Mills recused herself from the discussion on this application because she is the President of the VCLPR. Chairman Gallagher asked Rosemary Byrne how much money the Council really needed for premiums. Ms. Byrne said that the Council was flexible and could work with any sum that they were awarded. After the Board discussed all of the special projects of interest, the Board awarded the remaining amount to the VCLPR. A motion was made by Mr. Hunnicutt and seconded by Ms. Hart with Ms. Mills abstaining from the vote. <b><u>MOTION PASSED.</u></b>			
Powhatan County/Powhatan Anti-Litter Control	Tire and Appliance Amnesty Day	\$4,971.70	\$4,897
<b><u>Amendments/Discussion:</u></b> This event will be used to educate the public. The Fund Board removed the \$75 line item that would have paid for lunch that day. Ms. Hart motioned, and Mr. Hunnicutt seconded. <b><u>MOTION PASSED AS MODIFIED.</u></b>			
Arlington County	On-Street Recycling Pilot Program	\$10,450	\$6,000
<b><u>Amendments/Discussion:</u></b> The Board noted the in-kind services provided by the county towards this project. The \$6,000 is seed money for Arlington County to purchase the recycling bins for curbside recycling. The Board opted not to award Arlington County funds to pay for a year's worth of recycling collection services. Ms. Hart motioned, and Mr. Hunnicutt seconded. <b><u>MOTION PASSED AS MODIFIED.</u></b>			
George Washington Regional Commission	Anti-Litter/Pro Recycling Educational Effort	\$20,520	\$13,034
<b><u>Amendments/Discussion:</u></b> The GWRC is a new authority that represents the City of Fredericksburg and the Counties of Caroline, King George, Spotsylvania, and Stafford. The mission of the GWRC is to consolidate program efforts in this region. If it is successful, it could serve as a model for the Commonwealth. The Fund Board awarded all of the requested grant money except the amount that the GWRC requested for artwork and design. The VCLPR has the artwork from the "Litter – It Just Isn't Natural" campaign that the GWRC may use for their anti-litter/pro-recycling educational effort. Ms. Hart motioned and Ms. Mills seconded. <b><u>MOTION PASSED AS MODIFIED.</u></b>			

### **Election of Officers:**

Chairman Gallagher requested nominations for Chairperson and Vice Chairperson of the Fund Board. Mr. Hunnicutt moved and Ms. Hart seconded the nomination of Mr. Gallagher to the position of Chairman of the Fund Board. **Motion carried.**

Ms. Mills moved, and Ms. Hart seconded the nomination of George Hunnicutt to serve as vice-chairperson of the Fund Board. **Motion carried.**

### **Public Comment:**

Bobby Justus thanked the Board for their continued support of the Assign-a-Highway program.

**Next Board Meeting:** TBA (later scheduled for August 28, 2008 at DEQ's Central Office location at 629 E. Main Street, Richmond, VA from 10:30 AM to 12:30 PM)

Chairman Gallagher adjourned the meeting at 12:25 p.m.

**Submitted by:** **Sheila Barnett**

**Date:** **October 10, 2007**